

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-43

OPEN TO: All American Employees

FROM: Anthony Blenke – Human Resources Officer

SUBJECT: 2012 Overseas Seasonal Hire Program

POSITION: Seasonal Hire Positions

OPEN TO: Eligible Family Member (EFM) Students – All Agencies

OPENING DATE: April 26, 2012

CLOSING DATE: May 9, 2012

WORK HOURS: Part Time or Full-time (40 hours/week)

SALARY: U.S. Minimum Wage

NOTE: THIS APPOINTMENT IS ONLY FOR ELIGIBLE FAMILY MEMBER (EFM) STUDENTS WHO ARE OFFICIALLY, PHYSICALLY AND/OR GEOGRAPHICALLY RESIDENT OR ATTACHED TO THE SPONSOR'S POST OF ASSIGNMENT.

The U.S. Embassy in Amman is seeking Eligible Family Member (EFM) students for employment in country for Summer Hire positions, employment period May 13, 2012 up to September 30, 2012. Must be available for a minimum of 4 weeks.

Position #	Section	Position	POC
<u>#1</u>	<u>IRM</u>	<u>DPO Assistant</u>	<u>Josh Rush</u>

Basic Functions of Position:

The summer hire may assist the DPO manager in dispatching and receiving the Diplomatic Pouch and distributing the mail. Dispatches, receives and distributes letter and packages received through the Diplomat Post Office insuring timely delivery to mission employees. Accurately distributes daily internal and external interoffice correspondence. Capable of lifting up to **70** pounds.

Qualifications Required:

1. Good knowledge of Microsoft Office
2. Some knowledge of Windows XP.
3. Good typing skills.
4. Good verbal skills

#2 **ISC** **Computer Assistant** **Sean Kelley**

Basic Functions of Position:

The summer intern will be tasked to organize the ISC Store rooms in the basement and make sure that everything is organized and in place with proper labeling. They may also assist the ISC Staff with the computer/monitor/keyboard/UPS/printer replacement which is done is a regular bases; also they will be helping the ISC staff with their upcoming projects such as replacing computers for the life cycle replacement or replacing standalone printers with network printers etc.. The summer hire should be willing to learn and work together with LAN Admin staff in the field to support user problem, such as network cable problem or configuring a network printer on the user account. Incumbent should be willing to work flexible-hours and capable of lifting up to 40 pounds of CPU, printer or scanner.

Qualifications Required:

1. Good knowledge of Microsoft Office
2. Some knowledge of Windows XP and accurate typing.
3. Good knowledge of PC hardware, like replacing hard drive or installing additional memory.
4. Good knowledge of network cabling.

3 **IRAQ SUPPORT UNIT** **Office Assistant** **Matt Smith**

Basic Functions of Position:

1. Assume duties of Office Management Assistant.
2. Answer phones and take messages.
3. Prepare all arrangements to assist ISU staff visiting Baghdad.
4. Update performance metrics using existing protocols established.
5. Maintain Calendars of ISU Officers and other duties as assigned.

Qualifications Required:

1. High School or college student
2. Very Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
3. Good typing skills.
4. English native speaker.
5. Attention to detail

4 **HUMAN RESOURCES OFFICE** **HR Clerk/HR Office Assistant** **Anthony Blenke**

Basic Functions of Position:

1. Scan Position Descriptions into electronic database
2. Filing, sorting and data entry for all Personnel related work in HR

3. Fixing the employee files and re-labeling all.
4. Shred/Destroy unnecessary documents from employee files.
5. Print Applications for weekly vacancies.
6. Special projects as required

Qualifications Required:

1. High School or college student
2. Good at managing and maintaining files
3. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
4. Good typing skills
5. Good verbal skills

5 **CONSULAR** **Office Assistant** Deanna Abdeen

Basic Functions of Position:

Assist with the full-range of consular processing, from data-intake and filing to assisting public walk-ins and answering phones. Will work closely with other consular colleagues in a team setting.

Qualifications Required:

1. High School or college student
2. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
3. Attention to detail.
4. Good verbal skills
5. Arabic would be a plus

6 **PUBLIC AFFAIRS** **Office Assistant** Helen Lovejoy

Basic Functions of Position:

The incumbent will assist Public Affairs in administrative and clerical duties, assisting the press office in social media activities and the cultural office with cultural programs.

1. Scan documents into electronic database
2. File grants, hard copy and electronic
3. Shred/Destroy unnecessary documents from files
4. Special projects as required, such as assist in setting up sound and light for cultural performances, or respond to queries on PA Amman's Facebook page.

Qualifications Required:

1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

Basic Functions of Position:

1. Scan documents into electronic database
2. Filing
3. Re-label files
4. Shred/Destroy unnecessary documents from files
5. Special projects as required.

Qualifications Required:

1. High School or college student.
2. Good Communication skills.
3. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
4. Good typing and filing skills

Basic Functions of Position:

The incumbent will assist the Energy Office in administrative and clerical duties. This position will expose him/her to USAID Mission procedures, Mission structure, the Automated Directives System, and certain legal requirements for U.S. foreign assistance. Given the critical importance of energy in Jordan at this moment, it represents an opportunity to get a first-hand perspective of development issues in this particular sector.

1. Scan documents into electronic database
2. File
3. Re-label files
4. Shred/destroy/delete unnecessary documents from files
5. Special projects like scan business cards and put them in order
6. Help organize meetings for VIP visits and other duties that might occur
7. Review/edit documents
8. Help plan field visits and draft follow-up letters, trip reports, etc. (this may involve accompanying Office Director or her Acting Director on field visits or meetings)
9. Review photo documentation of field visits and recommend photos for use in social or other media
10. Other duties as assigned

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

9 USAID Management Assistant Front Office and RCO Ellie Zehr

Basic Functions of Position:

The incumbent will assist the Front Office and RCO office in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.

1. Scan documents into electronic database
2. File
3. Re-label files
4. Shred/Destroy unnecessary documents from files
5. Special projects like scan business cards and put them in order.
6. Helping in organizing meetings for VIP visits and other duties that might occur.
7. Review/edit document.
8. Assist in planning field visits and draft follow-up letters, trip reports, etc. (this may involve accompanying Director or D/DIR on field visits or meetings).
9. Review photo documentation of field visits and recommend photos for use in social or other media.
10. Other duties as assigned.

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

10 USAID Accounting Assistant Ellie Zehr

Basic Functions of Position:

The incumbent will assist the Financial Management Office (FMO) during the FMFIA audit and general accounting work. The incumbent will assist the Financial Management Office in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.

1. Scan documents into electronic database
2. Scan and file payment and accounting documents.
3. File
4. Re-label files
5. Shred/Destroy unnecessary documents from files
6. Special projects as required such as some photographing of our project sites and write short stories

Qualifications Required:

1. College student studying either accounting or business
2. Basic Accounting Skills
3. Good at managing and maintaining files
4. Good written skills
5. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
6. Good typing skills
7. Good verbal skills

11 USAID Human Resources Assistant Ellie Zehr

Basic Functions of Position:

The incumbent will assist the Executive Office in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.

1. Assist the Human Resources team in filing and maintaining personnel folders
2. Re-label files
3. Shred/Destroy unnecessary documents from files
4. Special projects as required.

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

12 & 13 USAID Outreach & Communication Assistant Ellie Zehr

Basic Functions of Position:

USAID's Office of Program Management requests two summer interns to work as part of its Outreach and Communications Team to assist in expanding the Mission's website, social marketing, and e-mail communications efforts. The incumbent would provide critical support on:

1. Increasing the amount and quality of content on the website. This will entail working with partners and technical officers to prioritize and "load" into the website key documents for the public. It will also entail gathering and loading geographic information about projects – past and current.
2. Developing creative approaches to leveraging social media – including the Mission's new Face Book page. Creatively displaying a "timeline" of Mission achievements, presenting photographs of positive Mission work, and developing creative and interactive FB posts will be important.

3. Expanding the mailing list d-base/designing compelling e-mails. The Mission has several sources of e-mail addresses that must be loaded into the database and many different target audiences for whom compelling e-mails must be developed.
4. Planning for and delivering numerous publicity events (like an International Youth Day) that effectively convey the Mission's key messages.
5. Assisting in other aspects of the job, such as by drafting success stories, helping to expand and maintain a database of photographs, etc.
6. Special projects as required.

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

14 USAID Management Assistant Water Resources & Environment Office Ellie Zehr

Basic Functions of Position:

1. Update Poster Board exhibitions to incorporate new photos, add new projects, make sure the exhibit harmonizes with the new mission and WRE team strategy and goals.
2. Coordinate with project managers to write and illustrate WRE success stories (human interest) with photos. These stories should be compatible with the Mission face-book format.
3. Organize the WRE photos. Suggestions are to burn older photos onto CDs (triplicate sets) to be stored in: team leader file, Admins storage file, and resource library file.
4. Help to develop a digital and physical library of reference and resource materials for the WRE team. The Bookcase can be located in the team-leaders office until the offices are reconfigured.
5. Assist project managers in Archiving or Shredding if necessary large volumes of old materials from projects which have closed out.
6. Accompany COTRs on field trips to update project photos and human interest stories. (Of special interest: Mercy CORPs, Peace CORPs, AECOM sites, construction sites)
7. Help team-members draft responses (use mission standard format letters) to the numerous solicitations for assistance received by USAID and the Embassy.
8. Conduct web searches for specific information as needed to support to development of two new concept papers and AADs which will be in progress over the duration of the summer.
9. Duplication and preparation of materials for meetings and presentations as needed.

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

15 USAID Management Assistant Social Sectors Office/Education Ellie Zehr

Basic Functions of Position:

The individual will help the education team in:

1. Organizing the office filing.
2. Updating the existing electronic records for projects and budget.
3. Organizing the electronic filing, scanning, organizing and filling of documents.
4. Working on specific tasks related to preparing and organizing outreach material in consultations with the project managers and the team leader.
5. Supporting the team during field visits and events.

Qualifications Required:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

16 USAID Public Relations & Management Support Assistant/ Democracy and Governance Team Ellie Zehr

Basic Functions of Position:

Multi-year democracy programs in the areas of elections, political process development, civil society and rule of law are currently in various stages of implementation and development. There are numerous outreach activities planned that will require additional operational assistance.

USAID/Jordan requires the services of an Outreach Assistant to provide support for Democracy and Governance (DG) outreach activities and to assist with updating the electronic filing system. The Public Relations & Management Support Assistant will be expected to work collaboratively with all of the Democracy and Governance team members as well as with their partners.

Detailed Duties and Responsibilities:

A) **Outreach Duties:** (70%)

1. Review available documentation and background materials from the main DG Projects which will require outreach coverage, mainly: the Rule of Law project, the elections project and the civil society project.

2. Accompany CORs or DG partners on outreach visits or other project sponsored activities. Take photographs and write up short anecdotal summaries of the event for use in the “mission and for posting on the USAID website, or for documentation purposes.
3. Assist CORs in the preparation of required materials for each event, including but not limited to Action Memos, Scene Setters and Talking Points.
4. Research and write two USAID “success story” one on Judicial reform program and the other to be selected with consultation with DG team. This would include, travel to project sites of the projects, visiting Universities, interviewing students and law deans, take photographs and work with CORs and USAID Partners on drafting the success story.
5. Plan a USAID DG outreach event calendar to harmonize it with the mission outreach agenda. This would include meeting with the program reviewing work plans and agreeing on important outreach event.
6. Accompany the USAID outreach team on outreach activities organized by the USAID Program Office (if they are scheduled during the period of employment).

B) Support to design experts: (30%)

The DG office will be hiring a consultant to work on the development of a concept paper and scope of work for a possible civil society program. This Public Relations & Management Support Assistant will provide support to the consultant through the review of related reports, work plans and assessments related to the design process highlighting findings and important conclusions.

QUALIFICATIONS REQUIRED:

In addition to organizational and comprehension skills, this person should have a willingness to work with US government regulations, computer proficiency government regulations, computer proficiency willing to interact with senior USAID Mission staff.

1. High School or college student.
2. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency Status in determining successful candidacy.
2. Successful candidate must be able to obtain the required security clearance.
3. Must be a U.S. citizen, age of 16-24 years. Student status: Must be a student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months and is registered to re-enroll in the immediate upcoming regular school term.
4. Must be available to work at least 4 weeks during this time frame.
5. All applicants must address each selection criterion with specific and comprehensive information supporting each item.

INSTRUCTIONS TO APPLY:

Interested applicants for this position should submit the following by the closing date of **May 9, 2012**

1. Please complete and return Application for Federal Employment (DS-174) attached; or current resume or curriculum vitae that provides the same information as a DS-174.
2. Please complete and return the Bio Data Sheet attached.
3. Scanned copy of DS-174 and Bio Data Sheet are attached; if you are unable to open the attachments please feel free to contact HRO Amman, tel: 590-6406..

SUBMIT APPLICATION TO:

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.